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9 JUN 1977

25X1A

MEMORANDUM FOR: Director of Training

FROM: [REDACTED]
Course Administrator

SUBJECT: Course Report--Administration Directorate
Review: Trends and Highlights No. 61,
24-27 May 1977 (U)

1. (U) The curriculum of this running again reflects the functions conducted in the Administration Directorate. This approach endeavors to update class members' awareness and understanding of current activities, problems, and trends in the Directorate. The class heard from representatives from all offices in the Directorate, including the Special Support Assistant, the Information Systems Analysis, and Information and Privacy Staffs. Presentations were also made by the Office of General Counsel and the Operations Directorate.

2. Class Evaluations

(U) With regard to the class members' appraisal of how well the course met its stated objectives, they assigned an overall rating of 6.1, based on a scale of 1 (low degree) to 7 (high degree). This response, together with the class written and oral comments as well as the course administrator's observations, indicates that the course continues to satisfy its objectives.

3. (U) Most elements of the course were very well received; subjects and topics rated "most useful" by many of the participants included presentations of Jurisprudence and CIA, Freedom of Information and Privacy Acts, and [REDACTED]. The film of Admiral Turner's address to employees was also well received by the class. As usual, the attitudinal adjustment hour was well received and presented an informal forum for class members to share ideas and information. At the request of the class, the money remaining in the class treasury will be sent to Children's Hospital.

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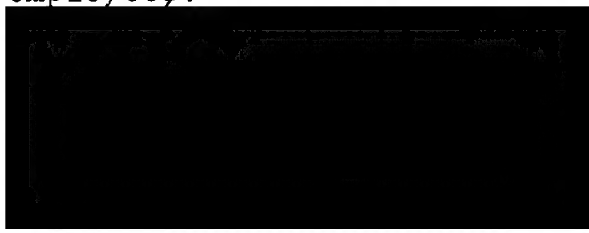
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25X1A 4. (C) Suggestions for future runnings of the course would be the inclusion of a presentation by the Office of Security's Personal Protection Program. [REDACTED] 25X1A [REDACTED] from the Overseas Security Support Branch is apparently the one who should be contacted for this presentation. This could take the place of the Polygraph Operations session which met with mixed reviews.

5. (U) The End-of-Course Data Sheet (see Attachment 3) reflects the relevant class and course statistics for this running.

6. Conclusion

(U) It would appear that this running of Trends and Highlights was indeed most successful. The course continues to meet its stated objectives and is responsive to the needs of the Directorate employees. 25X1A



Attachments:

- 1 - Course Schedule
- 2 - Class Roster
- 3 - End-of-Course Data Sheet
- 4 - Student Evaluations

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report--Administration Directorate Review: Trends and Highlights No. 61, 24-27 May 1977

FROM:

Course Administrator
OTR/II/IMB, 926 C of C

EXTENSION

2452

NO.

DATE

9 June 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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C/IMB
926 C of C

6/9 *Boj*

2.

C/II
926 C of C

6/9 6/10 *AM*

3.

C/TSS
826 C of C

10 June *TR*

4.

C/PRS
1016 C of C

C/PPG 6/10 *ms*

5.

EA/TR
1026 C of C

6/13 *S.W.T.*

6.

DDTR
1026 C of C

13 JUN 1977 6/13 *J*

7.

DTR
1026 C of C

13 JUN 1977 20 JUN 1977 *J*

8.

C/II
926 C of C

6/20 6/21 *AM*

9.

C/IMB
926 C of C

6/21 *Boj*

10.

Course Administrator

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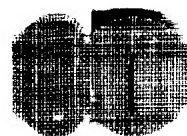
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ADMINISTRATION DIRECTORATE REVIEW

TRENDS AND HIGHLIGHTS

Course Number 3-77

(Sixty-first Running)

24 - 27 May 1977



25X1A

Course Administrator:

Training Assistant:



25X1A

OFFICE OF TRAINING

Room 926, Chamber of Commerce Building
Extension 2452

Course Objective

The objective of this course is to update EDA Careerists' awareness and understanding of current activities, problems, and trends in the Administration Directorate and its components.

TUESDAY, 24 May

0900-0930 Check-in and Administrative Details

0930-0950

0950-1015 Course Objectives and Introduction

Course Administrator

We will spend a few minutes talking about the course objectives and what you can look forward to during the coming four days.

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1015-1115 Reading and Discussion Session: The Administration Directorate and the Agency.

Class and Staff

Study Guide - The Organization of CIA
DDA Functions Booklet (December 1976)
MBO in the DDA (March 1976)
DDA Personnel Management Handbook
(April 1975)
DDA Administrative Instruction
No. 76-2
DDA Upward Mobility Program
(Project AED)
DDA EXCHANGES (April 1977)

1115-1200 Film: "Admiral Stansfield Turner's Address to Employees of the Central Intelligence Agency." 28 March 1977

1200-1300 LUNCH

1300-1400 Personnel Management

F. W. H. Janney
Director of Personnel

The Office of Personnel serves your career needs from the time you enter on duty until your retirement. Mr. Janney will discuss his office and the major policy decisions that have changed personnel management in the past few years.

TUESDAY, 24 May (continued)

1415-1515 Equal Employment Opportunity in CIA

The Director of Central Intelligence is firmly committed to achieving equal employment for all CIA employees. During this session, our speaker will discuss CIA's program for assuring equal employment opportunity, and the progress to date toward raising the level of minority employment. In addition, the complaint system for those who feel they have been discriminated against because of race, color, religion, sex, age, or national origin, will be explained.

[REDACTED]
Deputy Director
Office of Equal
Opportunity

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1530-1630 Training for Tomorrow

The Office of Training plays a key role in helping Agency personnel to maintain high performance standards. The training available to Agency employees will be reviewed with special emphasis on the courses that are most useful to DDA careerists. [REDACTED] encourages your questions about specific courses and the Office.

[REDACTED]
Deputy Director
of Training

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1630-1830 SOCIAL HOUR AND DINNER

The Social hour will be in the [REDACTED] which is located in the basement 4 and dinner is served in [REDACTED]

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1900-2015 Jurisprudence and CIA

Our speaker will discuss the issues created by the recent investigations of the Agency and changing political attitudes about intelligence and national security affairs. The changing legal climate as well as new legislation impacting on the Agency and its involvement in the courts will also be discussed.

[REDACTED]
Office of the
General Counsel

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WEDNESDAY, 25 May

SECURITY

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The first three presentations today will focus on the challenging effort to maintain personal, physical, and technical security at Headquarters and abroad.

0900-1030

Security in CIA today

Deputy Director of Security

Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in the many facets of security. He will examine new challenges and the changing nature of the serious security threat that faces the Agency today.

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1045-1200

Polygraph Operations

The polygraph is one of the most important techniques used in establishing the bona fides of operations assets. During this session, we will review the research and development of this technology and discuss its Agency applications.

~~Chief, Polygraph~~ *Affairs*
~~Branch, Office~~ *Branch*
of Security

1200-1300

LUNCH


25X1A


1300-1430

1445-1600

Records Management Programs in the Agency


The Agency-wide records management programs, directed by the Information Staff, involve a multi-phased process.

 will acquaint you with these programs which involve the creation, use, maintenance, disposition, disposal, or preservation of records.


Chief, Information
Systems Analysis
Staff

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and

Chief, Micrographics
BRANCH

1630-1830

SOCIAL HOUR AND DINNER

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WEDNESDAY, 25 May (continued)

1900-2015

Freedom of Information and Privacy Acts

The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of government agencies, including the CIA. Our speaker will examine the purposes and requirements of the Acts and will explore some of the problems they raise for management and personnel in the future.


Chief, Information
and Privacy Staff

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THURSDAY 26 May

0830-0915 Film: "Printing for Intelligence"

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An inside look at CIA's printing facility, this film shows the process of turning raw copy into finished publications.

0930-1030 Logistical Support of Agency Activities

Our speaker will address the Office of Logistics role in support of Agency operational activities with emphasis on specific recent projects. Additionally, the changing image of Logistics will be discussed with respect to current trends such as decline of overseas positions, increased automation, and increasing impact of other Federal regulatory agencies.

[REDACTED]
Executive Officer,
Office of Logistics

25X1A

1045-1200 Financial Operations in CIA

The job of administering finances is complex; and, given the increasing pressures on the federal government to account for every dollar and cent, accurate financial operations are critically important. Mr. Yale will discuss the new techniques, such as computer automation, used by the Office of Finance to accomplish this mission.

[REDACTED]
Deputy Director of Finance

1200-1300 LUNCH

COMMUNICATIONS

This afternoon, representatives of the Office of Communications will acquaint you with CIA's complex communications network.

1300-1315 [REDACTED]

25X1A

THURSDAY 26 May (continued)

1315-1415 The Agency's Communications

Communications are a vital link in all activities of the Agency, both at Headquarters and overseas. Our speaker will describe the various forms of communications handled by his office, the types of equipment employed, and the outlook for the future in terms of advancing technology.

[REDACTED]
Deputy Director of
Communications

25X1A

1430-1615 Training in Agency and Staff Communications

Following a brief description of the in-depth training in agent and staff communications that is conducted by the school, you will have the opportunity to tour this modern and advanced complex.

[REDACTED]

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25X1A 1615-1630 [REDACTED]

1630-1830 SOCIAL HOUR AND DINNER

1900-2015 DDA Support to Overseas Operations

A panel of senior DDA and DDO officers will explore the operational and administrative support to overseas stations provided by the Administration Directorate. This support, which ranges from management of overseas installations to communications, will be illustrated through a discussion of actual case studies.

[REDACTED]
Special Support,
Deputy Assistant to the
DDA
[REDACTED]
Chief of Support,
NE Division

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*Assistant Deputy
Chief, Near East/
Arab Operations*

FRIDAY, 27 May

0830-0900

Film: "The Ultimate Machine?"
This is a film about automatic data processing and its various techniques and uses.

0915-1015

Computer Support to Agency Activities

The computer has far-reaching applications as an information processor, as an analytical tool, and as an aid to managers and management. [REDACTED] will acquaint you with current and projected uses of computer systems in the Agency and describe the role and responsibilities of his office. He will also describe some existing programs and how the Office of Data Processing can be helpful to you as a potential user of computers.

[REDACTED]
Director of Data Processing

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1030-1200

Physical and Mental Health in CIA

The Office of Medical Services operates an extensive network of clinical, psychological, and psychiatric services at home and abroad. [REDACTED] will highlight various facets of this vital support to Agency people.

[REDACTED]
Chief, Professional Services, Office of Medical Services

25X1A

1200-1300

LUNCH

1300-1430

The Administration Directorate in Perspective

From his unique perspective, Mr. Malanick will discuss the current issues or problems that are affecting efforts to serve and support the Agency. He will speculate on how these developments might change DDA activities over the next decade. Mr. Malanick would also like to discuss any questions about the DDA which are particular interest or concern to you.

Michael J. Malanick
Associate Deputy
Director for
Administration

1445-1500

Final Administration and Course Evaluation

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